

Annexure A

Tender T UJ 13/2023: Telephone System Upgrade



UNIVERSITY  
OF  
JOHANNESBURG

**T UJ 13/2023: Telephone System  
Upgrade Project -2023**

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## Specifications

### 1. Overview

The University of Johannesburg (UJ)'s Information and Communications Systems department (ICS) is responsible to provide IT service to enable UJ to meet its strategic objectives of research, teaching and learning. To achieve this, a very stable, reliable, high performance and secured wired and wireless network is required. The university has over 50 000 full-time students across the four campuses and employs over 4 000 staff connected to the network.

The ICS Network and Telephony department is currently undertaking a project to upgrade the telephone system in an attempt to start with upgrading all systems to IP based. The focus of this project is to procurement licenses, IP telephone instruments, removal and migration of Analogue licenses. We request that suppliers submit proposals as per the specifications and requirements stated below.

### 2. Site Inspection\Questions

Before submitting a tender, the tenderer may inspect the site in order to familiarise him/herself with regard to relevant local site conditions, site accessibility, the nature of operations required, availability of labour and any conditions pertaining thereto, together with conditions relating to unloading, carting and storage of materials, equipment and tools required for the works. Questions can be posed to the tender administrator before final submissions and a date agreed upon during the tender briefing.

### 3. Requirements

The successful supplier must meet the following requirements:

#### 3.1 Technical Requirements

- 3.1.1 Alcatel certified partner – Proof to be provided.
- 3.1.2 Company to produce profile of team qualifications relating to the installation and support of Alcatel Equipment.
- 3.1.3 Project management to be included.

### 4. Project Management

Project management methodology must be included.

The project duration from site handover will be 3 months (from site handover). The service provider to ensure that the programme/methodology to demonstrate the following:

- The programme to be sequenced properly
- The activities need to be linked
- Clear Project Methodology that talks to the project

### 5. Additional notes

- The response must strictly adhere to the requirements. Deviations must be clearly mentioned and explained. However, it will be at the sole discretion of UJ to accept or reject such deviations.
- Installation must include during and after hours

## 6. Bill of Quantities

	OI Code	Qty	Unit Price	Total
<b>User software licenses (CC40)</b>				
SIP network link software license	3BA09559AA	180		
IP/SIP for free program - 1 analog software license removal	3BA09760FF	360		
Migration software license for IP Premium discounted - 1 user with set or with softphone	3BA09846JC	360		
Remote Extension Premium license - 1 user	3BA09852JA	50		
<b>IP sets (DD15)</b>				
8008G Entry-level DeskPhone, NOE-SIP, 128x64 pixels, black and white LCD with backlit, 6 soft keys, 2 Gigabit Ethernet ports, HD Audio. Ethernet cable is not delivered in the box.	3MG08021AA	200		
ALE-300 Dual Gigabit Ethernet Enterprise DeskPhone with Corded Handset, Dual Stack NOE-SIP, 3.5 inch 320x240 color display, HD Audio, 2 USB-C. Ships without Network cable.	3ML27310AA	10		
<b>Vertical and Communications Applications (GG42)</b>				
IP Desktop Softphone Premium license - 1 user	3BA09851JA	50		
<b>Prepaid Rainbow (RBSP1)</b>				
Rainbow Business - 1 year Subscription for 1 user - R2	3EY95124AB	50		
<b>Installation</b>				
Installation (License/software)		1		
Project Management		1		
<b>Total Excluding VAT</b>				
<b>VAT</b>				
<b>Total Including VAT</b>				

## Other Cost

Item	Monthly Rental/ Maintenance charges	Installation Fee
Any other costs not specified, please declare, for example, additional license, etc.	R	R
<b>Total Excluding VAT</b>		
<b>VAT</b>		
<b>Total Including VAT</b>		

## 7. Technical Adjudication

This Tender will be evaluated in three stages:

Stage 1 – Compliance

Stage 2 - Functionality

Stage 3 - Financial and Other

### 7.1 Stage 2 – Functionality

Requirements – Network hardware:		Comments
Alcatel Certified Partner	Service provider to produce the certification level from OEM.	
Project Methodology	Service provider to include project methodology to be used for installation with high level project plan.	
References	Service provider to submit minimum 4 references with contact names and numbers	
Installation	Normal office hours and after hours to be accommodated for the installation. Installation of telephone instruments is not required for this tender.	

#### Point Allocation:

Criteria	Sub-criteria	Points	Comments
<b>Bidder's proposal must fully meet UJ requirements for this SLA</b> (bidders must submit a proposal adhering to all UJ requirements, Bill of Quantities, and pricing sheet to qualify for the points indicated)	<p>Bidder's proposal that fully meet UJ requirements, Bill of Quantities, and pricing sheet for this SLA = <b>50 points</b></p> <p>Bidder's proposal that does not fully meet UJ requirements, Bill of Quantities, and pricing sheet for this SLA = <b>0 points</b></p>	<b>50</b>	
<b>Bidder's relevant experience for the assignment</b> (The bidder must attach a signed reference letter with a letterhead from the clients where similar services were provided to qualify for the indicated points)	<p>The reference letter must bear the letterhead of the organization where similar services were provided.</p> <p>UJ reserves the right to contact these organizations,</p>	<b>25</b>	

	<p>without prior notice to the bidder.</p> <ul style="list-style-type: none"> <li>Bidder with no and or less than three reference letters without similar services = <b>0 points.</b></li> <li>Bidder with three reference letters of contracts of similar services = <b>10 points.</b></li> <li>Bidder with four reference letters of contracts of similar services = <b>15 points.</b></li> <li>Bidder with five and or more reference letters of contracts of similar services = <b>25 points.</b></li> </ul> <p><b>NB</b> Reference letters must be dated and must not be older than 5 years.</p>		
<p><b>Experience of bidder's two resources that will be assigned to the SLA:</b></p> <p>(The bidder must attach proof of qualifications/certifications of the two resources assigned to this SLA to qualify for points.</p>	<p>Proof of qualifications/certifications for the two resources will be used for allocation of points as follows:</p> <ul style="list-style-type: none"> <li>Two resources with ACSE/ACFE Certification = <b>25 points</b></li> </ul> <p><b>Please note the following:</b></p> <p><b>If the bidder provides one resource instead of two resources, they will get zero points.</b></p>	<b>25</b>	
<b>Total points</b>	<b>100</b>		

A minimum of 70 points is required by any tenderer before further evaluation. All tenderers who achieve 70 points or more will be evaluated equally in terms of Stage 3.

## 7.2 Stage 3 - Financial and Other

- Price (80 points)
- BBBEE (20 points)

### Checklist

Requirement	Provided Yes/No	Comments
Alcatel Certified Partner – Proof to be provided	Provided Yes/No :	
Company to produce profile of team qualifications relating to the installation and support of Alcatel Equipment	Yes/No :	
References with contact details	Yes/No :	
Project methodology	Yes/No :	